



# SEPTEMBER 7, 2023 TOWN COUNCIL REGULAR MEETING

Thursday, September 07, 2023 at 7:00 PM  
Council Chambers – Bristol Municipal Complex and Via Zoom

## MINUTES

---

---

This meeting can be accessed via Zoom. Virtual attendance for the public is encouraged however, the Bristol Municipal Complex is open for in-person participation.

### JOIN ZOOM MEETING

<https://us02web.zoom.us/j/2011667863?pwd=ZkJGK2ZMcTZGNHBCaW9adUgvdUtYZz09>

Dial in to 312-626-6799 / Meeting ID: 201 166 7863 / Passcode: 1czEDo

Call in any time after 6:30 / meeting will begin at 7:00PM

**MEETING CALLED TO ORDER** by Council President Jeff Beachy at 7:00pm.

**PLEDGE OF ALLEGIANCE** was led by Ken Jones of JPR.

### ROLL CALL:

**Council Members Present:** Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski

**Others in attendance:** Town Manager Mike Yoder, Clerk-Treasurer Cathy Antonelli, Legal Counsel Alex Bowman, Town Marshal Mike Albin, Fire Chief Nik Kantz

**APPROVAL OF AGENDA** – one noted change: under meeting minutes the 8/13 should be 8/3. The agenda stands as corrected.

### APPROVAL OF INVOICES

- **Motion to approve the invoices** made by Cathy Burke, Seconded by Andrew Medford. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

### APPROVAL OF MINUTES

- **Motion to approve the 8/3/2023, 8/15/2023 and 8/17/2023 meeting minutes** made by Andrew Medford, Seconded by Doug DeSmith. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

### PRIVILEGE OF THE FLOOR (AKA Public Comment)

Jill Swartz, Deputy Clerk-Treasurer/Assistant Town Manager introduced members of the Bristol Homecoming Committee. Stacie Rogers, Committee President, Martha Price-Vice President and John Riggs, Crafts and Vendors chairperson.

Stacie reported that it was a good festival. There were some electrical issues and possible upgrades to boxes in the park that they would like to discuss and possible partner with us to correct. Tom Feldman, fireworks pyrotechnician has some risk issues due to kayakers coming into the area of the fireworks. Some discussion followed and included options for the kayakers and a possible barricade for the fireworks.

## REPORTS:

### TOWN MANAGER Mike Yoder

Pay Application Number 3 for Stonemont RR crossing: \$93,307.50 [Fund source - South TIF line 412]  
[Aug 10, 2023, appropriation balance South TIF line 412 = \$658,332]

- **Motion to approve Pay Application No. 3 \$93,307.50** made by Doug DeSmith, Seconded by Andrew Medford. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

CCMG 2023-1 pay application number 1 / Maple Street project \$32,837.40 (Fund source: South TIF - line 412)

- **Motion to approve CCMG 2023-1 Pay Application No. 1 \$32,837.40 Maple St** made by Andrew Medford, Seconded by Gregg Tuholski. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

Easement from Mathew and Jessica Craig for water main extension in Fox Chase \$29,986.20.

[Fund source South TIF - line 412]

Ken Jones of JPR gave an overview of the water main project and location. No damages are to be paid out in this case.

- **Motion for acquisition of the easement** made by Cathy Burke, Seconded by Gregg Tuholski. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

Contract amendment for lift station no 8 - Amy Mendoza (Commonwealth) reviewed. Seeking Council approval to amend contract. Total all services \$34,330

- **Motion to amend the contract** made by Cathy Burke, Seconded by Andrew Medford. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

### Approve forward progress of design of new Commerce Industrial Park sign

Looking into replacing the sign at Commerce Drive and State Road 15 N, approve the design concept then we will get a price and sell markers for business space/logo. (Sign ordinance amendment) Note-variance was granted to the sign at Soaring Rail. This begins consistency in Industrial Park signs. Consider an annual fee from the business to cover maintenance and lighting. Mike will come back to Council with cost and maybe have the designer come to speak to it. **Council approves the move forward.**

#### Town Manager – activity report

1. New office/lab/maintenance building at wastewater plant
2. House demolition on St Joe Street
3. Council video recording
4. Maple Street RR crossing and Depot/Maple intersection update
5. Work Session - do we need one on September 19?
  - a. Fire department contract / fire territory discussion with Township board?
6. Questions

JPR and Commonwealth will quote to design/bid/build of new office/lab and maintenance building at the WWTP, possibly have for the next meeting.

House demolition and old telephone building at the Charles St parking lot, bids received.

Niblock \$33850, W MI Earthworks \$29,595, A & B Lawn and Landscape \$14,500 (A&B recommended for Council approval)

- **Motion to accept the A & B Lawn and Landscape bid** was made by Cathy Burke, Seconded by Doug DeSmith. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

**Video conferencing:** the State just passed requirement that we need to archive video recordings of our meeting beginning in July, 2024. Mike will come back to Council with what's required and what Council would like to do. Things to consider: You Tube for archiving. bandwidth testing, and IT testing options of equipment.

**Maple St RR crossing closure** - need to make the public aware in advance that this will be a permanent closure. State street map adjustments like Google maps and Waze were suggested to be updated.

**Work session (September 19)** – suggests Council to consider discussing the fire dept territory and included the township board

Last item -possible business sludge option with earthworms

**CLERK-TREASURER** Cathy Antonelli

**First reading** of the 2024 Budget Ordinance No. 10-5-2023-22

- **Motion to approve the first reading of the 2024 Budget Ordinance No.10/5/2023-22** made by Andrew Medford, Seconded by Cathy Burke. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

Brief discussion on utility disconnect letter, outdated ordinance and whether or not the Clerk be able to allow deferred payments on utility bills under certain circumstances. This will be followed up on at a later date.

**TOWN ATTORNEY** Alex Bowman

**First reading and Public Hearing** on Super Voluntary Annexation request Ordinance 9/21/2023-20 Wilhelm Farm

Alex gave a brief overview of the Petition and a public hearing was opened.

Ryan Elliott lives right next to the annexation point. He has concerns about traffic, trash, noise, pollution, safety of children and wanted to understand how this process works for annexation and where the Town was in the process. Attorney Bowman addressed the process of the petition for annexation. Brief discussion followed and the public meeting was closed.

- **Motion to advance the super voluntary annexation for Ordinance 9/21/2023-20 on first reading** made by Gregg Tuholski, Seconded by Doug DeSmith. Voting Yea: Doug DeSmith, Andrew Medford, Gregg Tuholski, Jeff Beachy. **Voting Abstaining: Cathy Burke. Motion carries.**

Jeff Beachy addressed some of Ryan's concerns following the public hearing.

**First reading** Ordinance 9/21/2023-21 establishing annexation fee of \$500 to help to offset some of the administrative costs. Packet of information to be provided to the applicant and they would take care of the details such as media notifications and attorney details. Templates would be provided.

- **Motion to advance the first read of Ordinance 9/21/2023-21** was made by Andrew Medford, Seconded by Cathy Burke. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

Additional packet Instructions and Filing Procedures for Super Voluntary Annexation (templates and info) for petitioner to prepare and return to Council for approval. Alex asks for adoption of the packet by Council.

- **Motion to adopt the instructional packet** was made by Cathy Burke. Seconded by Doug DeSmith. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy. **Motion carries.**

**NO NEW BUSINESS and NO UNFINISHED BUSINESS**

**NO TOWN COUNCIL DISCUSSION ITEMS**

- **MOTION TO ADJOURN** made by Andrew Medford, Seconded by Jeff Beachy. Voting Yea: Doug DeSmith, Andrew Medford, Cathy Burke, Gregg Tuholski, Jeff Beachy.

**Meeting adjourned at 8:31pm.**

---

Jeff Beachy, Council President

---

Cathy Antonelli, Clerk-Treasurer